



## **COMMISSION ON CORRECTIONAL PEACE OFFICER STANDARDS AND TRAINING**

**APPROVED**

### **Appeals and Grievances Committee Meeting Tuesday, November 26, 2002 CPOST Headquarters**

#### **In Attendance:**

Bob Kirchner, Chair

Sharon Jackson, Member, CDC

Merrie M. Wilson, Recorder, CPOST

Nancy Baldwin, Member, CYA Headquarters

Evonne Garner, Manager, ASD, CPOST

Ed Elmer, CDC Parole

#### **Committee Member(s) Absent:**

Kirby Schmitt, Member

### **I. Introductions**

The Appeals and Grievances Committee meeting was held at CPOST Headquarters, 3161 Dwight Road, Elk Grove, CA. The Committee Chairperson, Bob Kirchner, and recorder, Merrie M. Wilson, were present. A quorum being present, the meeting was called to order at 9:03 a.m. Introductions followed.

### **II. Committee Meeting Schedule**

After some discussion of future meeting dates, the following tentative schedule was established:

- ❖ Wednesday, January 8, 2003, 9:00 a.m. until completion of business
- ❖ Friday, January 31, 2003, 9:00 a.m. until completion of business

### **III. New Member Orientation**

Due to Ms. Jackson having been summoned away from the meeting, Mr. Ed Elmer stayed with the Committee to share Orientation and procedures with Ms. Jackson at a later date. All members in attendance were presented with a copy of CPOST Credit Policy and Procedures. Mr. Kirchner briefly explained the CPOAP Credit Policy, CPOST Credit Policy and CPOST Credit Procedures. Mr. Elmer and Ms. Baldwin were given samples of a simple file (#02-81) and complex file (#02-92) as orientation/training tools. These were for comparison and explanation of how the matrix was applied to hours, for work experience, prior training and academic education to grant credit. Ms. Garner explained the procedures for reviewing the files, necessary documentation required for credit certification, explained how each candidate received credit, and the criteria for hours/weeks credit they were granted.

#### **IV. Apprenticeship Program Credit Request/Review**

The Credit Recommendation report was submitted to the committee for their review. It was noted that file number 01-04 was approved at the last meeting of the Appeals and Grievances Committee. Mr. Bob Kirchner moved to recommend approval of the credit recommendations; motion seconded by Ms Baldwin. A vote of the committee members was taken and the recommendation was to approve the following requests for submission to the full Commission.

Recommendation for approval:

00-58	02-78	02-95	02-106	02-118	02-129
01-09	02-80	02-96	02-107	02-119	02-130
01-29	02-81	02-97	02-108	02-120	02-131
01-35	02-82	02-98	02-109	02-121	02-132
02-20	02-87	02-99	02-110	02-122	02-136
02-58	02-88	02-100	02-111	02-124	02-138
02-60	02-89	02-101	02-112	02-125	02-139
02-69	02-94	02-102	02-114	02-126	02-140
02-72	02-92	02-103	02-115	02-127	02-144
		02-105	02-116	02-128	02-146

#### **V. Adjournment**

There being no further business or discussion the meeting was adjourned at 11:45 a.m.

Merrie M. Wilson  
Office Technician, CPOST  
Recorder